

TITLE 7 - AGRICULTURE

CHAPTER XVIII - FARMERS HOME ADMINISTRATION, DEPARTMENT OF AGRICULTURE

SUBCHAPTER S - PERSONNEL

PART 2048 - POSITION CLASSIFICATION

SUBPART D - PROCESSING CLASSIFICATION ACTIONS

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PART 2048 - POSITION CLASSIFICATION

SUBPART D - PROCESSING CLASSIFICATION ACTIONS

§2048.151 General:

The method of furnishing classification information to the National Finance Center (NFC) in New Orleans, Louisiana, in no way alters the manner in which positions are classified or established in the Farmers Home Administration (FmHA).

(a) Classification delegates and Employment Officers will follow the policies and procedures of the FmHA position classification program as outlined in applicable RD Instructions.

(b) After classification action has been taken, Employment Officers will furnish NFC with data involving the (1) establishment of new positions, (2) changes to established positions, and (3) abolishment or replacement of positions. Refer to Chapter II of the MODE Manual for instructions on completing input documents. (Revised 3-22-85, "P" PN 680.)

§2048.152 AD-332, "Position Description," and attachment for nonstandard positions:

(a) Form AD-332 content. See Appendix N of Chapter II of the MODE Manual for instructions on completing individual blocks. In addition, there are attached Exhibits to this subpart which illustrate practices to be followed in completing this form.

(1) Exhibit A illustrates the processing actions required in National, Finance, and State Offices operating with delegated classification authority. This is also an example of a new position.

(2) Exhibit B illustrates the processing actions required in States operating without delegated classification authority. This is also an example of an in lieu of position.

(b) Position description attachment. Exhibit C illustrates the form and content of the position description attached to Form AD-332. The description is prepared in the same manner in offices with or without delegated classification authority.

(c) Number of copies. The number of copies prepared and their distribution is listed in Exhibit D for offices with and without classification authority.

DISTRIBUTION: P

Personnel
Position Classification

1
(Revision 1)

(7-2-76) "P" PN 638

(d) Manual signatures. Manual initials (in ink) in block 13 of an Employment Officer or, as appropriate, classification delegate and manual signatures in block 20 of the immediate supervisor (as stated in the position description under Supervisory Relationships) and block 21 of the State Director or Acting and the Employment Officer will be recorded (as illustrated in Exhibits A and B) on all copies of Form AD-332.

(e) Filing. RD Instruction 2048-I gives the filing instructions for all classification forms. (Revised 1-14-77, "P" PN 645.)

§2048.153 Form AD-332 master facsimile for standard positions:

Each State Office is sent a facsimile of the original master Form AD-332 on which a standard position has been classified. (See Exhibit E.) Facsimiles are maintained on file (See RD Instruction 2048-I) with a printed copy of the official standard duties description attached. Also attached to the master facsimile for each standard job (SJ) used within a State organization is a listing showing the position number(s), location(s), and establishment date(s) for the one or more individual standard positions established in the State. (See Exhibit F.) (Revised 1-4-77, "P" PN 645.)

(a) Standard description application.

(1) A standard position is used when duty assignments will be identical to standard position description.

(2) In those standard positions where the incumbent may report to one of several authorized supervisors, a blank supervisory space is left at the beginning of the Supervisory Relationships paragraph of the printed standard description and alternative supervisory titles are indicated at the bottom of the page.

(i) The Employment Officer sees that the blank space is filled in with the title of the appropriate supervisor on all printed copies of the description used in connection with the establishment of a standard position.

(ii) Should the supervision originally designated be adjusted later, all position description records will be revised and the occupant of the standard position and his supervisor will be notified of the change by Form RD 212-1, "Change in Position Description."

(iii) Only supervisory positions designated in the standard positions will be used; any other supervision requires classification of a nonstandard position.

(b) Maintenance of master facsimile. As each standard position is established, certain required information will be maintained on the SJ master facsimile (See Exhibit E) and attachment (See Exhibit F). It is

also required to have a certification statement signed by the immediate supervisor (block 20 of the Form AD-332) for each individual Standard Job position established. Prepare Form AD-332 as illustrated in Exhibit G but do not transmit to NFC or the National Office. The original Form AD-332 is filed in the Standard Job Facsimile folders, (prepared and filed under requirements of §2048.402 of RD Instruction 2084-I, by position number in descending order. ("P" PN 645, 1-14-77.)

§2048.154 Revisions to position descriptions:

Refer to §2048.103 of RD Instruction 2048-C for definitions of types of classification actions. ("P" PN 645, 1-14-77.)

(a) New positions.

(1) A new Form AD-332 and position description for nonstandard position is classified by classification delegate. A new position number is used. (See Exhibits A and B.)

(2) A new standard position is classified in the National Office. A new SJ identification number is used. A facsimile of the master Form AD-332 is released to each State Office by Change Notice to Job Specification Manual. Most new, individual standard jobs are established on Forms AD-350, "Notification of Personnel Action," or AD-350A, "Change Action Notice." See Exhibit G for sample of Form AD-332 to establish a vacant standard job in the Position Master, when necessary.

(3) The incumbent is reassigned to the new position by official personnel action and the old position is abolished.

(b) Redescriptions.

(1) See Exhibits H and I for instructions on completing Form AD-332 for nonstandard positions. Use the same position number assigned on the original classified position.

(2) The National Office will furnish State Offices with a reprinted master Form AD-332 facsimile for standard positions. It is required to have the certification statement (block 20 of the Form AD-332) signed by the immediate supervisor on all redescrptions. You are authorized to reproduce the master facsimile, complete block 3 and forward to immediate supervisor for signature in block 20. When returned, follow filing procedures as stated in §2048.153 (b).

(3) Each employee and his supervisor will be notified on Form RD 212-1 and they will be furnished a copy of the current description as revised. (See Exhibit J.)

(4) Since none of the basic information on the official classification form changes in a redescription, nothing will be transmitted to NFC. The "redescription date" does not concern NFC.

(5) If minor changes also are necessary in the standards of performance, the revisions will be prepared and transmitted concurrently with the position description.

(c) Amendments.

(1) Offices with delegated classification authority will notify the National Office of amendments to nonstandard position descriptions by forwarding a copy of Form RD 212-1. (See Exhibit J.) Offices without classification authority will make the proposed amendments on the position description and then send it to the National Office for initialing and dating. When the amendments have been approved the position description will be returned. Have the certification statement (block 20 of Form AD-332) signed by the immediate supervisor on all amendments. You are authorized to only complete block 3 of Form AD-332 then forward to the immediate supervisor for signature. When returned, attach to the previously signed Form AD-332.

(2) State Offices will be advised of standard position amendments by Job Specification Manual Change Notice. For signature of the certification statement by the immediate supervisor (block 20 of Form AD-332) follow procedure for redescrptions in §2048.154 paragraph (b) (2).

(3) Conform all classification records.

(4) Notify the employee and his supervisor by Form RD 212-1.

(5) Amendments do not usually affect the payroll or position masters. If there is a change such as title or series code which affects the records, submit the proper input document to NFC.

(d) Position conversion without change in duties.

(1) A set of Forms AD-332 is processed in the same manner as for any new nonstandard position classification action. See Exhibit K for specific instructions.

(2) The record of the conversion and establishment of the standard position is entered on the supplemental attachment to the State Office Form AD-332 master facsimile for the standard position being utilized as illustrated by the last column in Exhibit F.

(3) Conform all remaining State Office position records. When a nonstandard position description is converted to standard, the nonstandard position description becomes obsolete and is withdrawn from the files and destroyed. Records in the National Office will be conformed upon receipt of NFC input document.

(4) Submit the proper input document to NFC to correct the payroll and position masters. See Exhibit G for sample Form AD-332 submission on a vacant standard position.

(5) Notify the employee and his supervisor by Form RD 212-1.

(e) Change in class, title, and series code.

(1) Such changes may be made as an amendment to a nonstandard position description. The approval initials of a classification delegate are not required but the date of the change is shown in the margin.

(2) The National Office releases instructions on such changes to standard positions by State Job Specifications Manual Change Notice.

(3) Conform all classification records.

(4) Submit the proper input document to NFC to correct the payroll and position masters on filled positions. See Exhibits L and M for samples of Form AD-332 submitted on a vacant nonstandard and standard positions respectively.

(5) Notify the supervisor of the change by routing through him the employee's copy of Form AD-350A reflecting the change.

§2048.155 - 2048.200 (Reserved).

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Attachments: Exhibits A, B, C, D, E, F, G, H, I, J, K, L, and M

Exhibits A & B not automated see manual

Farmers Home Administration (FmHA)
Position Description Format and Content Guidelines:

Official Title (Functional Title)	Schedule - Series Code - Grade Position No.
--------------------------------------	--

Principal Duties and Responsibilities:

1
2
3
4
and so forth

Notes: Individual duties items are numbered.
Show most important or grade controlling items first.
Be clear, concise, specific and avoid ambiguous terms.
Show estimated percentages of working time after individual items
whenever this information is essential to determination of grade
level of work performed in clerical or "mixed" positions.

Supervisory Relationships:

Narrative paragraph to include: Type of supervision received;
supervision given, if any; and guidelines used.

Knowledge, Skill, and Ability Requirements:

1
2
3
and so forth.

Notes: Individual items are numbered.
Requirements are expressed by degree. ("P" PN ???)

(The position description is prepared in an original and four
copies. Position description is typed on front (discontinue
typing on the reverse side) of bond paper. Additional sheets
may be needed to complete the job description.

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DISTRIBUTION OF FORM AD-332 "POSITION DESCRIPTION,"
AND POSITION DESCRIPTION ATTACHMENT

Abbreviations used in tabular chart:

Att.	Attachment	NFC	National Finance Center
Auth.	Authority	NO.	National Office
c. & cs.	Copy and copies	Off.	Official
Class.	Classified	OPF	Official Personnel Folder
Classif.	Classification	Orig.	Original
Descr.	Description	PE	Personnel
Distr.	Distribute	Pos.	Position
Emp.	Employee	Ret.	Retains
FO	Finance Office	Retd.	Returned
Init.	Initialed	SOP	Standards of Performance
		SO	State Office
		Supvr.	Supervisor

	Init., item 13	Pos. Descr. &
Form AD-332	<u>Signed, item 20 & 21</u>	<u>SOP Att.</u>

FO & SO WITH
CLASSIF. AUTH.:

1	Ret. on file	Orig.	Yes	Yes
2	To NO	1 c.	Yes	Yes
3	To NFC by Form AD-337*	1 c.	(typed)	No
4	Distr. remaining 3 pos. descr. & SOP cs.			(1) Emp. (2) Supvr. (3) Emp's OPF

SO WITHOUT CLASSIF.
AUTH. SERVICES BY NO:

1	Sent to NO	Orig. & 1 c.	Orig. & 1 c.	Orig. & 1 c.
2	Retd. by NO to SO for off. file	Orig.	(Class. item 13 - 1 c.)	Yes
3	Sent to NFC	1 c. control copy	(typed)	No
4	Distr. remaining 3 pos. descr. & SOP cs.			(1) Emp. (2) Supvr. (3) Emp's OPF

*Copy of Form AD-332 only sent to NFC when action applies to a vacant position. Refer to chapter II, section J, MODE Manual. Surplus copies of Form AD-332 may be destroyed.

Cases requiring special administrative clearance.

- a Whenever a draft of proposed duties statement is submitted with the memorandum justifying a new kind or level of a nonstandard position, the Form AD-332 and final position description attachment are not prepared until notice of approval is received. Regular distribution is then applicable.
- b The Form AD-332 for a position not within the authority of the classification delegate of the office (see paragraph 2045.652 (b) (i) of RD Instruction 2045-N) will be submitted in the same manner as shown for State Offices without classification authority serviced by the National Office.

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Exh E not automated see manual

SJ66 ASSISTANT COUNTY SUPERVISOR GS-475-9 STANDARD POSITIONS
ESTABLISHED IN NEBRASKA JURISDICTIONAL AREA AS FOLLOWS:

<u>POSITION NUMBER</u>	<u>LOCATION</u>	<u>DATE ESTABLISHED</u>	<u>DATE REDESCRIBED</u>	<u>ORIGINALLY CLASSIFIED AS NONSTANDARD</u>
NB698	Beatrice	07 17 66	11 05 67	
NB757	Albion	08 27 67	11 05 67	
NB766	Alliance	09 10 67 abolished	10-27-67	

Each of the above listed positions is "nonsensitive" unless specifically designated otherwise.

RD Instruction 2048-D
Exhibit F

It is important that this record on each standard job be kept current. It is the only record of the establishment and abolishment of standard positions. The list should be posted at the time the personnel action is processed.

Add the column "Date Redescribed" and enter date of standard position "Redescription" action whenever such action is taken.

Add the column "Originally Classified as Nonstandard" and record date of position's original classification as "nonstandard" when position's conversion to "standard" is recorded in "Date Established" column.

"S" inserted following the position number indicates the position is "sensitive."

"T" inserted following the position number means "Temporary" to identify positions designated as temporary on basis of authorization memorandum.

Standard positions which have been administratively authorized but are pending final establishment by Personnel action will be listed in pencil without position number until such time as establishment is accomplished.

When a position is abolished, the entire listing for the specific standard job will be lined out in ink and the effective date noted. Between the time a position is scheduled for abolishment and actually abolished, the position should be flagged "TBA" (to be abolished).

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Exhs G, H, I, J, K, L, & M not automated

